

MASSACHUSETTS NATIONAL GUARD  
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 06-171

INDEFINITE

07 September 2006

OFFICE OF THE ADJUTANT GENERAL  
Human Resources Office  
50 Maple Street  
Milford, MA 01757-3604

SERVICE: *Army Guard*  
APPLICATIONS ACCEPTED UNTIL: 21 September 2006  
EMPLOYMENT LOCATION: JFHQ-CFMO, Milford, MA  
TELEPHONE CONTACT: MAJ Thomas A. Harrop,  
(508) 233-6556

(508) 233-7452/6757 (DSN) 256-7452/6757

POSITION: FACILITY DESIGN AND PROJECT  
MANAGEMENT SPECIALIST

PDCN: 70561

SERIES/GRADE: GS-1601-12

SALARY: PA \$ 66,426 to \$ 86,351

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input checked="" type="checkbox"/> Indefinite Position	
<input checked="" type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

✓ All current members of the Massachusetts Army National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible Branch: 01A

Maximum Military Grade

Minimum Military Grade

Officer: MAJ

Officer: 2LT

Warrant Officer:

Warrant Officer:

Enlisted:

Enlisted:

**GENERAL EXPERIENCE:** Experience, education or training which has provided the applicant with a knowledge of practices and procedures related to property management; general maintenance systems, materials requirements, and scheduling procedures.

**SPECIALIZED EXPERIENCE:** Must have at least **36 months** of experience that demonstrates the candidate's ability to analyze, evaluate, advise on, or improve the effectiveness of work methods and procedures, organizations, manpower utilization, distribution of work assignments, management controls, and similar functions of management..

**APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:**

- 1 Technical knowledge and human relations skills to effectively administer all facets of a complex statewide physical plant maintenance program.
- 2 Background in construction, standard building practices and physical plant management, including construction oversight, inspection and facility maintenance programs.
- 3 Ability to function effectively in emergency situations and in an environment of constantly changing priorities.
- 4 General knowledge of electrical, mechanical and plumbing systems to be able to direct licensed personnel in their specialties.
- 5 Ability to read and interpret plans and specifications to coordinate and monitor construction maintenance and repair projects, and formulate budgets.

This is an indefinite position, tenure 3, with a time limit determined by the needs of the agency. Any permanent military technician, tenure 1 who is selected for this position will become tenure 3. The selectee will receive the same benefits and entitlements as the tenure 1 employee but will be considered tenure 3 for purposes of reduction in force. If a permanent resource becomes available, incumbent may be converted to a permanent appointment without further competition.

Job announcements and application procedures are posted on Internet: [WWW.MASS.GOV/GUARD](http://WWW.MASS.GOV/GUARD).

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS  
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

## APPLICATION PROCEDURES

Include all of the following with application packet:

- ✓ Submit **one** of the following forms of application
    - OF 612 - Optional Application for Federal Employment
    - Resume
    - SF 171
  - ✓ HRO Form 1-1 (Application for Position Vacancy)
  - ✓ HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
  - ✓ SF 181 Race And National Origin Identification
- (This form is optional. Applicants who desire minority consideration must complete this form)
- ✓ Current military technician employees will furnish one additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 or HRO Form 1-4 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following information:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, and complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

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### SUBMIT PAPER APPLICATIONS TO:

JFHQ- MAARNG  
ATTN: HRO (Staffing)  
50 Maple St.  
Milford, MA 01757-3604



### SUBMIT ELECTRONIC APPLICATIONS TO:

Information on applying electronically can be found at:

**e-mail to: [MA-staffing@ng.army.mil](mailto:MA-staffing@ng.army.mil)**

<http://www.mass.gov/guard>

Look under **Electronic Application Procedures**

**TEB's are also posted on GKO/MAKO**

### SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-7452/6757 or DSN 256-7452/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov), and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.

**PCS MOVE: EXPENSES NOT AUTHORIZED**

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